

Time Management

Quick Reference Guide



Guidelines for Efficient Planning

- When you arrive at work or return home, take a moment to put your coat and keys where they belong. Put papers where you can put your hand on them quickly.
- Use your **workspace and personal space** to their greatest advantage. There is no need to do a big clean up once a year if you can take a half hour once a week to file, sort, and keep things organized.
- It is important to identify and operate within **two time horizons**: short and long term.
- An **up-to-date master calendar** can be your most helpful planning tool. If you prefer an electronic version, make sure that it is backed up properly so that you do not lose your data.
- When things begin to get hectic, a "**Things to do Today**" list helps focus attention on the highest priority items.
- **Action planning worksheets, milestone charts, and PERT diagrams** (the types of diagrams used in project management) are excellent planning aids when properly used.
- **Planning contact** with colleagues and staff will help minimize disruptions. Keep a file for each person you meet with on a regular basis, with items to be discussed highlighted for easy reference.
- The most effective approaches to planning are those **tailored** to meet individual needs.
- Experts say nothing should be attempted without prior planning, although applying **flexibility** is also important.

Setting Smart Goals

A **SMART** goal is **S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime-framed.

Example: I will convert the spare bedroom into a home office. I will have the space ready for setup in three months (February 1, 2020). When I achieve this, I will re-paint the space, put up some artwork to motivate myself, and check in with my goal of having the office complete six months from today (August 1, 2020).



Eight Ingredients for Good Decision Making

1. Focus on the most important things.
2. Do not decide until you are ready.
3. Look for the positive results that can come from your decision.
4. Consider the negative outcomes.
5. Look ahead.
6. Turn big decisions into a series of little decisions.
7. Do not feel you are locked into only one or two alternatives.
8. Get what you need to feel safe.

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<h3>Helpful Time-Management Tips</h3>	<h3>Assigning Tasks</h3>
<ul style="list-style-type: none"> • Do not multi-task. Concentrate on one thing at a time. • Prioritize your work at the start of each day. • Be flexible and adaptable. • Communicate clearly. • Manage interruptions and distractions. • Be focused on and fully engaged in your work. • Touch an item (piece of paper, email, etc.) once -- do it, file for a specific time, or delegate. • Make managing your time part of your daily routine. 	<p>In <i>The Creative Edge</i>, author William C. Miller defines five levels of delegation:</p> <ul style="list-style-type: none"> • Tell: “Based on my decision, here is what I want you to do.” • Sell: “Based on my decision, here is what I want you to do, because...” • Consult: “Before I make a decision, I want your input.” • Participate: “We need to make a decision together.” • Delegate: “You make a decision.”
<h3>Decluttering</h3>	<h3>The Delegation Process</h3>
<ul style="list-style-type: none"> • Sort – Removing unnecessary tools, equipment, and other items from the work area. • Straighten – Effective and efficient storage of tools, equipment, and other items. • Shine – Cleanliness involves housekeeping and helps in problem prevention. • Standardize – Develop best practice routines, adapt tools, and improve access to simplify organizing. • Sustain – Maintenance and continual improvement through spot checks and audits. 	<ol style="list-style-type: none"> 1. Explain why the job is important. 2. Describe what is needed in terms of results (not how, but what). 3. Give the person the authority they need to do the job. 4. Indicate when the job needs to be completed and get agreement. 5. Ask for feedback to ensure a common understanding.
<h3>Managing Email</h3>	<h3>Keeping a Piece of Paper</h3>
<ul style="list-style-type: none"> • Check your email twice a day: This will stop your email from interrupting you over and over again, and allow you to get more done. • Deal with each message right away: Try to read an email only one time, and decide what you want to do with it as you read it. • Deal with it the right way: Consider whether email is the best way to deal with something, or whether another method is more efficient. 	<ul style="list-style-type: none"> • Am I going to need to refer to this later? • Do I have a digital copy that will suffice? • Is it directly related to me or will someone else have a copy that I can refer to? • Do I need to keep this for legal reasons? • Does it fit in my filing system? • If I file it, will I be able to find it?